

STATE RECORDS CENTER SERVICES

2160

(No. 2 Mar. 1998)

State Records Centers (SRC) are facilities where agencies should deposit inactive records as an extension of their files. They are located at:

1501 Cebrian Street
West Sacramento, CA 95691

and at

3240 Industrial Boulevard
West Sacramento, CA 95691

The mailing address is:

1501 Cebrian Street
West Sacramento, CA 95691

and the shipping address is:

3240 Industrial Boulevard
West Sacramento, CA 95691.

These centers should be used by agencies to store records which must be retained for a time, but which are not needed for day-to-day operations. Generally, records are considered inactive if they are referred to no more frequently than once per cubic foot per month. Records stored at State Records Centers remain the property of the depositing agency.

HOW THE STATE RECORDS CENTER SAVES MONEY

2160.1

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Yearly Savings on Contents of One File Cabinet*

Total Cost in State
Records Center

\$26.25

Total Cost in Office Space

\$199.20

Every time the contents of a file cabinet are transferred to the State Records Center \$172.95 is **SAVED!**

*A 5-drawer letter-size file cabinet containing 7.5 cubic feet of records. Figures represent Fiscal Year 96-97.

The State Records Center can be a costly operation if the purpose of the operation is not clearly understood. The records center should contain records that are not active enough to justify continued retention in the office, but which need to be available for a specified period of time on an intermittent reference basis, or to satisfy legal requirements. The records center should not be used as a burial ground for dead records nor should it contain relatively active records.

Records stored in the Records Center are not automatically destroyed when the retention period expires. Notification by the Records Center is given to the records management coordinator through the Computer Printout Authorization for Records Destruction that the records are due to be destroyed. The records will be destroyed only after the original copy of the Computer Printout has been signed by the records management coordinator indicating that the records are approved for destruction.

The Records Center can provide a computer listing of material an agency has on deposit in any one of or all Records Center facilities. This listing, titled "Box Records by Agency," is printed out on request only, but not more than every six months for any one agency.

The listing can be used to keep track of records stored in the Records Center facilities. Each Transfer List is listed by number, year and quarter the material was accepted by the Records Center, disposal date (year and quarter as provided on the Transfer List), container or shelf number(s), and total holdings, by facility, for each billing code.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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